

REQUEST FOR RESERVE ACTIVE DUTY ORDERS

ACTIVE DUTY FOR TRAINING (ADT), ACTIVE DUTY FOR SPECIAL WORK (ADSW), AND ANNUAL TRAINING (AT)
FOR MEMBERS OF THE SELECTED MARINE CORPS RESERVE AND INDIVIDUAL READY RESERVE
NAVMC 11350 (9-97) (EF) SN: 0000-00-888-0640

For use of this form, see MCO P1001.59; proponent agency is CMC (RA)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 12301 (d)

PRINCIPAL PURPOSE: To determine eligibility and request individuals for active duty for special work or active duty for training on requested dates.

ROUTINE USES: To identify the requested individual as a Reserve Component member and to issue active duty for special work or active duty for training orders. The SSN is used to identify the requested individual.

DISCLOSURE: Completing this form is mandatory for requesting individuals for active duty for special work and active duty for training. If not completed, the individual will be ineligible for the requested duty.

PURPOSE OF THE REQUEST

THE PURPOSE OF THIS REQUEST IS TO :

☐ INITIATE ORIGINAL ORDERS

☐ INITIATE A MODIFICATION TO ORIGINAL ORDERS

PART I - REQUESTED INDIVIDUAL (Read instructions prior to completing this form.)

1. FROM (Initiating Command; include address)

2. TO (Approval Authority or Orders Writing Authority)

3. REQUESTED INDIVIDUAL'S NAME (Last, First, MI)

4. GRADE

5. SSN

6. MOS

7a. PERMANENT HOME ADDRESS

7b. HOME TELEPHONE NUMBER

7c. WORK TELEPHONE NUMBER

PART II - ORDERS ELIGIBILITY INFORMATION

8. RUC

9. MCC

10. PLATOON CODE

11. TRAINING GROUP

12. RESERVE COMPONENT CODE

13. REENLISTMENT CODE

14. MARITAL STATUS

15. DATE OF BIRTH

16. RESERVE ECC

17. EAS

18. PEBD

19. AFADBD

20. ACDU POINTS

21. ACDU YEARS

22. DATE LAST PHYSICAL

23. HIV TEST DATE

24. SECURITY CLEARANCE

25. BIRTH CITY/STATE

26. RECORD STATUS

27. PMOS

PART III - ORDERS WRITING INFORMATION

28. TYPE OF ACDU REQUESTED

(Complete 28a. if type is ADSW)

☐ ADSW

☐ ADSW (NON-PAID)

☐ RCT

☐ ATP

☐ APPROPRIATE DUTY

☐ ASSOCIATE DUTY

☐ AT

☐ OFF-SITE DRILLS

28a. ADSW CATEGORY

ACI/ADSW

- ☐ ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)
☐ ADSW-ES (EXERCISE SUPPORT)
☐ ADSW-TCA (TRADITIONAL CINC ACTIVITIES)
☐ ADSW-CO (CONTINGENCY OPERATION)
☐ ADSW-NC (UNEXPECTED NON-CONTINGENCY)

RC/ADSW

- ☐ ADSW-GO (GENERAL OFFICER SHORT TOURS)
☐ ADSW-RC (SHORT TOURS)
☐ ADSW-EP (EXERCISE PARTICIPATION)
☐ ADSW-RR (RECRUITING AND RETENTION)
☐ ADSW-CD (COUNTERDRUG)
☐ ADSW-DD (DEMAND DRUG REDUCTION TASK FORCE)
☐ ADSW-CM (CIVIL MILITARY)
☐ ADSW (C4I RESERVE INTELLIGENCE PROGRAMS) select one
ADSW-GDIP ADSW-JMIP ADSW-TIARA

Enclosure (1)

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29. START DATE		30. REPORT DATE AND TIME		31. END DATE		32. TOTAL DAYS REQUESTED	
33. REPORT TO				34. REPORTING ADDRESS			
35. FOR DUTY WITH		36. RUC (GAINING COMMAND)		37. MCC (GAINING COMMAND)		38. POC TELEPHONE NUMBER	
39. SECURITY CLEARANCE REQUESTED: <input type="checkbox"/> NONE <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET							
40. REQUESTED ORDERS FORMAT <input type="checkbox"/> LETTERHEAD <input type="checkbox"/> GEN ADMIN MESSAGE		41. ORDERS DELIVERY TYPE <input type="checkbox"/> PICK-UP IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> FEDERAL EXPRESS		42. MODE OF TRAVEL <input type="checkbox"/> GTR <input type="checkbox"/> POV <input type="checkbox"/> GOVT TRANS		43. TICKET DELIVERY TYPE <input type="checkbox"/> SAME AS ORDERS DELIVERY <input type="checkbox"/> PREPAID <input type="checkbox"/> ELECTRONIC TICKET	
44. RENTAL CAR AUTHORIZED: <input type="checkbox"/> YES <input type="checkbox"/> NO				45. DEPARTING AIRPORT			
46. DELIVERY ADDRESS PLAD FOR MSG TYPE ORDERS: ADDRESS/LOCATION FOR ORDER/TICKET DELIVERY/PICK-UP:				47. PCS MOVE (ADSW orders greater than 139 days continuously) <input type="checkbox"/> MARINE DECLINES MOVEMENT OF HOUSEHOLD EFFECTS <input type="checkbox"/> MARINE DESIRES MOVEMENT OF HOUSEHOLD EFFECTS (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.) <input type="checkbox"/> DEPENDENTS TRAVEL (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.)			
48. APPROPRIATION DATA							
ACRN	APPN/SH	OBJ/CL	BCN	S/A	AAA	TT	PAAN
STANDARD DOCUMENT NUMBER:				TRAVEL ORDER NUMBER:			
COST ESTIMATES:							
PAY & ALLOWANCES	PER DIEM	GOVT TRAVEL	OTHER	MISC	TOTAL	ADVANCE AUTH	
49. SPECIAL INSTRUCTIONS (Orders writing information to be included in the actual orders that is non standard or more detailed)							
PART IV - ACTIVE DUTY PREVIOUSLY PERFORMED DURING CURRENT FISCAL YEAR							
50. LIST ALL PREVIOUS ADSW IN THE CURRENT FISCAL YEAR:							
FROM	TO	TOTAL DAYS	SUPPORTED COMMAND	DUTY PERFORMED			
51. BRIEF DESCRIPTION OF DUTY TO BE PERFORMED THIS PERIOD							
52. NAME, RANK, SIGNATURE AND TITLE (Unit Commander/Authorizing Official)					53. Date		

Enclosure (1)